

**River Oaks Academy**  
REGULAR MEETING OF THE GOVERNING BOARD

**Thursday, March 5, 2020**

**7:00 p.m. NEW TIME**

Regular Meeting Location

River Oaks Academy  
920 Hampshire Rd. Suite X  
Westlake Village, CA 91361  
[www.riveroakscharter.com](http://www.riveroakscharter.com)

**AGENDA**

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**1) OFFICIAL OPENING OF THE MEETING**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call and Acknowledgement of Guests

	<i>Present</i>	<i>Absent</i>
Chairman: Terri Childs	_____	_____
Vice-Chair: Denise Filz	_____	_____
Treasurer: Michael McCambridge	_____	_____
Secretary: Jennifer Daugherty	_____	_____
Parliamentarian: Dr. John Horton	_____	_____

4. Mission Statement - *River Oaks Academy is founded on the belief that all children are born with the capacity for **life-long learning**. Our mission is to help children find, nurture and sustain the passion that will lead to **self-motivated, fulfilling, lifelong achievement, careers and relationships**. To this end, we offer a non-traditional, **TK-12 personalized-learning**, independent study program.*
5. Emergency Additions to the Agenda
6. Approval of the Agenda for March 5, 2020

*Motion to:*  
*Made by:*  
*Motion is:*

**2) ORGANIZATIONAL**

N/A

**3) PUBLIC COMMENTS**

*Citizens who would like to address the Board on any item on the Agenda may do so now or when the President requests comments from the Public as the Board is considering the item. This portion of the Annual Board meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda. These presentations, both during open and agendized topics, are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.*

#### 4) INFORMATION AND DISCUSSION ITEMS

*These items are presented to the Board for information only and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.*

1. Budget Committee – Informational (10 min)
2. Parent Advisory Council (PAC) – Informational (10 min)
3. Teacher’s Report – Informational (10 min)
4. Oxnard Report (10 min)
5. Student Report – Informational (10 min)
6. Career Pathways Report – Informational (10 min)
7. High School Guidance Counselor—Informational (10 min)

#### 5) REPORTS

1. Board Chairperson’s Report
2. Individual Board Member Report
3. Director’s Report
4. BSA Report
5. VCOE Report

#### 6) CONSENT AGENDA ITEMS

*Actions proposed for the Consent Agenda are items consistent with adopted policies and approved practices of River Oaks Academy and are deemed routine in nature. The Board will be asked to approve all of the Consent Agenda items by a single vote unless any member of the Board or the Public asks that an item be removed from the Consent Agenda and considered and discussed separately.*

1. Consideration to approve the February 6, 2020 Minutes
2. Consideration to approve the ROA Financial Statement
3. Consideration to approve the ROA Board Report of Purchase Orders
4. Consideration to approve the ROA Board Report of Commercial Checks
5. Consideration to approve the ROA PAC Transaction Detail Report

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

#### 7) ACTION ITEMS

1. Review, Discussion, and Approval of Linda Adams contract to be extended through the end of May 2020.
  - a) Linda is our credentialed Spanish teacher and supervises our high school students who take A-G Spanish classes. Since these are ongoing classes, she needs to be able to do that through the end of the school year.

*Public Comments:**Motion to:**Made by:**Motion is:*

2. Review, Discussion, and Approval of the Agreement between the VCOE and River Oaks Academy Charter for Educator Support and Effectiveness Credential Programs and Added Authorizations.
  - a) This agreement serves as the MOU between the two parties who will partner together in preparing educators to earn their clear credential and/or added authorizations.

*Public Comments:**Motion to:**Made by:**Motion is:*

3. Review, Discussion, and Approval of the contracts for our vendors for the spring intersession from April 20-May 11, 2020 (4 weeks):

## Westlake:

- a) Parker Anderson - Critter Squad; Science Classes; not to exceed: \$360.00
- b) Yoko Washkewitz; (Stipend) Community Service Project; not to exceed \$320.00
- c) Ralph D'Ignazio; Guitar Class; not to exceed \$400.00
- d) Lift Cooking Classes; not to exceed \$1200.00
- e) The Human Nature Center; 2 art classes; not to exceed: \$1,960.00
- f) VitaArt, Ceramics; not to exceed: \$1,200.00
- g) Ingrid Cassidy; Marine Biology; not to exceed: \$280.00
- h) Diane Darakjian; 3 classes, Art, Puppet Making, and Community Service Project; not to exceed: \$1,200.00

## Oxnard:

- a) Daniela Frias; 2 Science Classes; not to exceed: \$480.00
- b) Marcela Pomodoro; 2 classes, Spanish With Cooking; not to exceed: \$1120.00
- c) Snapology; Brick Art & Design; not to exceed: \$672.00
- d) Chris Jung; 2 classes, Lego Mindstorm and Minecraft Urban Planning; not to exceed: \$1,125.00
- e) Ralph D'Ignazio; Electronics; not to exceed: \$400.00
- f) Diane Darakjian; Art; not to exceed: \$400.00

*Public Comments:**Motion to:**Made by:*

*Motion is:*

4. Review, Discussion, and Approval of a contribution to a PR/marketing fund established through APlus/Jeff Rice for specific marketing and lobbying for personalized learning schools. Not to exceed \$5,000.00
  - a) To better market the personalized learning programs, the members of the APlus Organization have banded together to pool funds in a marketing account that will then be used collectively to promote and market Personalized Learning programs like ROA.

*Public Comments:**Motion to:**Made by:**Motion is:*

5. Review, Discussion, and Approval of the invoices from Dr. Edward J. and Jill Banman towards the Lessor's Improvements to the Premises at 1751 Lombard Street, per the attached Work Letter: \$31,655.00 for plans and permits and \$62,679.16 as the 1<sup>st</sup> installment.
  - a) As per the lease agreement, River Oaks agreed to pay \$157,013.31 towards the tenant improvements at the new facility. The landlord will contribute \$100,000.

*Public Comments:**Motion to:**Made by:**Motion is:*

6. Review, Discussion, and Approval of the quote for our 2020-21 School Planners, not to exceed: \$1,700.00
  - a) We have been using our School Planners to help out high school students be organized and to hold them accountable. We would like to order enough this year to also hand them out to our middle school students.

*Public Comments:**Motion to:**Made by:**Motion is:*

7. Review, Discussion, and Approval of the 2019-20 2<sup>nd</sup> Interim Budget (Benny).
  - a) Local agency governing boards are required to certify twice a year regarding their ability to meet their financial obligations for the remainder of the current fiscal year and for the subsequent two fiscal years, in accordance with Education Code Section 42131. The Second

Interim Report covers the financial and budgetary status for the period ending January 31, 2020.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

8. Review, Discussion, and Approval of Elaine Fleisher as an additional resource specialist to help with services for our SPED students; start date February 24 through the end of the school year; not to exceed: \$5,000.00
  - a) Since our resource specialists are working part-time and cannot exceed a certain amount of hours worked each month, we need some additional help. Elaine comes to us with an incredible amount of experience and is eager to help out.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

9. Review, Discussion, and Approval of the quote from Aztec Data Supply, Inc for 30 HP 15.6” LCD Notebooks; not to exceed: \$21,234.98.
  - a) We are in need of some additional laptops to accommodate the student growth. We also will need to retire some of our old laptops. This would give us an adequate amount of laptops on hand to administer the testing in the spring as well as for the daily use of the laptops.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

10. Review, Discussion, and Ratification of the invoice from Julie Tunick for staff training in the area of Social Emotional Learning (SEL); not to exceed: \$262.50.
  - a) Julie worked with our staff to help us better understand the needs and serve our students who suffer from social emotional trauma.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

11. Review, Discussion, and Approval of the invoice from AccessIt, our annual license fee for our library system; not to exceed: \$650.00.
  - a) As we keep a library system to track our textbooks and materials that we check out to our families, this license fee allows us to use the system via the cloud and access it at both locations, Westlake and Oxnard.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

12. Review, Discussion, and Approval of the quote from Pearson for new textbooks for American Government, US History, World History and ELA. Not to exceed: \$6,445.16

- a) As we continue to update our textbook and online materials, we are in need of some additional textbooks in the above listed subject areas as well as online access to the Pearson curriculum, which these will provide.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

13. Review, Discussion, and Approval of the quote from Oaks Data for additional 3 access points to Suite V, including cabling, Cisco Meraki devices and labor. Not to exceed: \$3,000.00

- a) With the additional use of laptops next door, it is necessary for us to add additional access points to increase internet access without interruption.

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **8. CLOSED SESSION**

During this meeting the Board may adjourn to Closed Session to review and consider the topics below:

N/A

The Chair of the Board will report on actions taken during closed session.

## **9. OPEN SESSION ACTION ITEMS**

*Public Comments:*

*Motion to:*

*Made by:*

*Motion is:*

## **7. FUTURE AGENDA ITEMS**

*These items are presented by the Board and are not subject to action at this meeting. These items may be added to a future meeting for action by the Board.*

**8. ADJOURNMENT**